

## Data Sources

FAM – Financial Aid Management

- Tracking
- Packaging

HP 3000 – State Board Mainframe System

Screens

- Data X – Financial Aid Users
  - Loan Reports and List
  - SAP – Satisfaction Academic Progress
  - Tuition Holds
- FMS – Financial Management System
- Auto Apps
- Check Calculations
- SMS – Student Management System
  - Holds
- Job Scheduling – Identify disbursement date
- FAS – Financial Aid Award System

GAP (G5) – Connects to treasury and used by Business Office

COD – Common Origination Disbursement (Department of Education)

NSLDS – National Student Loan Data System

DOC BOX – check for other institution transcripts

CPS – Central Processing System – FAFSA processing system

## Potential Metrics

Based on Fall Quarter

# of checks lost and reissued – address updates issue (FAM different database)

# files at:

Loan Desk

Packaging Desk

Evaluator Desk

# of PR Dates – date inputted in FAM and end of Fall Quarter (ID files with missing information)

3 students processed and enrolled:

With holds

With payment made by themselves prior to FA processed

With financial aid disbursed on time

# students processed and not enrolled

# letters mailed (breakdown by type of letter)

# students in class that owe money and receive financial aid (i.e., parking fees, etc.)

# students not attending class and getting checks

## Policy Questions

SAP – Satisfaction Academic Policy (EDD interpretation)

- Timeframe
- Transfer credits

Notification format to student

- Letter vs,. email

Email Documentation Requirements

- FERPA
- Records retention
- Personal information in email

Processing all FAFSA

- Admitted vs. all FIFO

FAM features deployed to improve processing

- Tables for packaging – reduce adjusting amount to correct check amounts

FA – hardcopies required or electronic files accepted

Check Disbursement Policy

- Remove bad debts to award checks

## Items in a Student File

FAFSA – printed ISIR Institution Student Information Report ( 3-5 pages)

Data Sheet – 4 pages (printed by student)

Work sheet – 1 page/2 worksheets/ front & back (local forms)

Verification worksheet (federal form) - 1 page plus 1040 for student, spouse and/or parent (only 30%)

Previous Year Files

Letter of Good Standing

Copies of student identification documents

Email Documentation

Loan Request Form

Release of Information Sheet